

HOW TO FILE YOUR MOTION

1. Double check that you have signed all of your documents.
2. Make 2 copies of all your documents.
3. Go to the clerk of Superior Court and have the clerk stamp all 3 copies of your Motion, Affidavit and Certificate of Service.
4. The clerk will keep the originals. One copy is yours to keep.
5. **Certificate of Service page.** Write in the date you are **mailing** the other side their copy.
6. Mail a copy of the Motion and Certificate of Service to the other side. You may send it by regular 1st class mail, U.S. Postal Service.
7. Wait for notice of a court date or request for additional information from the court or from the other side.

Courthouse Information

Gwinnett Justice and Administration Center
ATTN: Clerk of Superior Court
75 Langley Drive
Lawrenceville, GA 30046
Tel: (770) 822-8100